

**Hamilton County Community Corrections
Advisory Board Meeting Minutes
March 3, 2011**

The following members were present: Lee Buckingham, George Buskirk, Bill Cech, Jeff Davis, Larry Dawson, Roger Drayer, Judge Felix, Beth Gehlhausen, Stephenie Gookins, Stephanie Lyons, Judge Pfleging, Steve Schwartz, Dan Stevens, and Judge Sturtevant. A quorum was present. Ralph Watson and Stephanie Ruggles were also in attendance.

Beth Gehlhausen called the meeting to order.

Beth called for the approval of the February meeting minutes. Bill Cech made a motion to approve the minutes as presented. Lee Buckingham seconded, motion unanimously carried.

Ralph Watson provided an overview of the January and February Fiscal Reports. Dan Stevens made a motion to approve the fiscal reports as presented. Steve Schwartz seconded, motion unanimously carried.

Public Comment

There were no public comments at this meeting.

Director's Report

A written report was submitted and reviewed by the Executive Director.

Old Business

Ralph Watson provided an update on the Justice Reinvestment Project legislation. Changes made to the Senate bill have addressed the concerns of the Community Corrections community.

New Business

Ralph Watson provided Board members with proposed revisions to the Department's urine screen policies and procedures. Changes specifically address when a participant is returned to court for a positive screen and would take effect April 1st, 2011. Dan Stevens made a motion to approve the revisions as presented. Bill Cech seconded, motion unanimously carried.

Ralph submitted proposed changes to the Department's policies and procedures in dealing with fee arrearages. After discussion, the number of letters and length of time before an account was sent to collections was greatly reduced.

Beth asked for volunteers to complete Ralph's annual employee appraisal. Larry and Bill indicated they would work with Beth to complete the evaluation.

Steve Schwartz made a motion to adjourn the meeting. The remainder of the Board seconded, motion unanimously carried. The next Advisory Board meeting will be held on **Thursday, April 7th at noon.**